

## **JOB OPPORTUNITY**

1/10/06 – 1/24/06

Posting Date

### **MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications  
For  
**Head Administrative Assistant**  
**OFFICE OF THE JURY COMMISSIONER**

**All Applications must be received by: January 24, 2006**

#### **POSITION SUMMARY:**

This position is responsible for performing top level administrative and fiscal duties for the Office of Jury Commissioner (OJC). Work involves coordinating all non-revenue related fiscal activities, including preparing and administering the budget for the OJC, coordinating the purchasing process, preparing and coordinating the payroll process, advising managers on fiscal matters, and serving as a liaison to the Trial Court Administrative Office on fiscal and administrative matters.

#### **MAJOR DUTIES:**

Assists the Commissioner and Department Heads with issues relating to personnel policies and procedures, including drafting and revising policies and procedures as requested.

Assists the Administrative Manager in the exercise of her duties as requested, including supervision of staff as designated by the Commissioner.

Coordinates the annual budget process for the OJC, including preparing spending plans and expansion budget requests based upon information provided by the Commissioner and Department Managers.

Maintains the Budgetary Control Register for the OJC.

Performs fiscal planning, including providing financial projections to Department Managers, assessing the need for inter-subsidiary transfers, and making recommendations on how fiscal resources will be expended.

Functions as the purchasing agent for the OJC. Reviews and/or prepares service contracts to ensure compliance with the fiscal policies of the Trial Court and the State. Reviews competitive bids for office purchases and prepares appropriate fiscal documents.

Prepares and verifies accuracy of encumbrance documents.

Prepares and verifies accuracy of payment documents for OJC transactions. Consults with OJC and AOTC personnel concerning any necessary corrections to such documents.

Monitors payment and encumbrance transactions on the Massachusetts Management and Accounting Reporting System (MMARS).

Functions as the payroll coordinator for the OJC. Reviews and/or prepares and submits the payroll. Maintains all payroll records.

Functions as benefits coordinator for the OJC. Explains benefits and policies to employees and assists in the preparation of necessary forms.

Works with the Fiscal Affairs Department and other Departments of Administrative Offices concerning fiscal and administrative matters.

Regularly evaluates fiscal and administrative activities of the OJC and recommends ways to improve such activities.

Ensures that the annual inventory of equipment is completed.

Provides training to staff in the areas of budget, payroll, and purchasing.

May perform confidential administrative support duties for the Commissioner or a Department Head as required.

Advises the public concerning jury issues.

Performs other related duties, including the duties of a lower level series, as required.

#### **SUPERVISION EXERCISED**

May supervise other administrative staff as authorized by Administrative Operations Manager or Commissioner.

#### **SUPERVISION RECEIVED**

Reports to Administrative Operations Manager or to that individual's designee.

**POSITION REQUIREMENTS:**

Graduation from high school or its equivalent and a minimum of eight years of experience in an office, including experience in the areas of budget, payroll, and purchasing, or an equivalent combination of education and experience.

Considerable administrative skill as would commonly be acquired through supervisory experience within the court system or three years of related supervisory experience.

Considerable knowledge of bookkeeping, record keeping and other office procedures.

Considerable knowledge of and ability to use personal computers and software, including spreadsheet software and Microsoft Office products such as Word and Excel.

Ability to enter and maintain data in automated systems, maintain accurate records, perform fiscal analysis and make projections, and identify problems and to propose feasible solutions.

Ability to work independently.

Strong organizational skills and the ability to work well under pressure and to meet deadlines.

Strong interpersonal skills and the ability to work professionally and collegially with persons at all levels.

Excellent writing skills and the demonstrated ability to develop written reports and action plans.

Considerable knowledge of the fiscal policies and procedures of the Trial Court and the State strongly preferred.

Considerable knowledge of Trial Court personnel policies and procedures and benefits programs strongly preferred.

**SALARY:**    \$45,649.27 with annual increases to \$58,099.06

Completed Trial Court Application for Employment should be forwarded to:

Janice McDermott, Administrative Manager  
Office of Jury Commissioner  
560 Harrison Avenue, Suite 600  
Boston, Massachusetts 02118

Trial Court Applications for Employment are available at all court locations and at the Administrative Office of the Trial Court. Applications can also be downloaded online at <http://www.mass.gov/courts/jobs/application.pdf> .

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**